

CHAPTER 30
CHECK MANAGEMENT

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Chapter 30

Check Management

This chapter provides general information on management of Treasury checks. Specific procedures and guidance can be found in the Department of Treasury, ADO Handbook (Appendix C) and agency supplementals.

31 **Accountability**

31.1 **Safe Combination and Storage of Checks**

Security of U.S. Treasury checks is a *priority*. Checks, blank or signed, will never be left unattended.

The safe combination is changed whenever there is a change in ADO, any situation that would compromise the check security, or at a minimum, annually.

32 **Check Supplies**

32.1 **Ordering and Receipt of Checks**

ADOs are responsible for ensuring an adequate supply of checks is maintained.

32.1-1 **Ordering Checks**

ADOs should follow established agency procedures for obtaining check stock. Only a designated ADO may request checks from Treasury. (See Appendix C, Exhibit 7). The minimum number of checks Treasury prefers to be ordered is 1,000.

31.2-2 Receipt of Checks

The ADO, immediately upon receipt of checks should:

- a. Inventory received checks against the packing slip. Count each check and verify check numbers are consecutive.
- b. Record check number in EFF-PAY. (Refer to EFF-PAY User Manual, Chapter 12.)
- c. ADO signs receipt (received under separate cover) and returns it to Treasury.

31.3 Check Inventories

Check inventories are completed per Treasury guidelines and agency specific procedures.

BLM and BIA completes a check inventory at the end of each odd numbered month. NPS and USFS inventories are completed at the end of each even numbered month. The check inventory (Form KC-CAS-2102) must be received by Treasury no later than the 15th of the following month. (See Appendix C, Exhibit 10).

Check inventories are mailed to the Treasury, Attn: Yvonne Nance.

31.4 Transfer of Check Accountability

Transfer of Treasury checks are completed per Treasury guidelines and agency specific procedures.

All transfer of Treasury checks are reported to the Treasury, Attn: Yvonne Nance. A copy of each transfer action is kept by the ADO.

- a. An inventory must be conducted when checks are transferred. The ADOs (both the current and new custodian of the checks) must be present.

EFF-PAY STANDARD OPERATING PROCEDURES

- b. A Check Stock Transfer/Receipt (Appendix C, Exhibit 9) is completed and signed by both ADOs. The check inventory, explaining any discrepancies, is mailed to Treasury, Attn: Yvonne Nance. If a new custodian is not available for transfer, the check stock is also sent to Treasury with the check inventory via overnight mail.

33 **Check Information**

33.1 **Check Distribution**

ADOs will follow Treasury and agency established procedures for check distribution to EFFs.

Recommendation for Designation and Revocation of Agent to Receive and Deliver Checks and Savings Bonds, SF-1195, is used when an ADO cannot not deliver a check personally. An individual who has been established as a Designated Agent (DA) by submission of an SF-1195 can deliver the checks. DAs must be a federal government employee.

32.2 **Voided Checks**

Checks can only be voided if the payroll has not been committed. If an error is found **after the payroll has been committed**, the **check must be canceled**.

Note: **Payrolls are committed before distribution of the checks and payroll documents.**

To void a check:

- a. Stamp in red **VOID - NOT NEGOTIABLE NO CHECK ISSUED UNDER THIS NUMBER** on the check face and carbon copies.

EFF-PAY STANDARD OPERATING PROCEDURES

- b. Reprint the check after correcting the payroll record.
- c. Reprint the check register and the SF-1166, Voucher and Schedule of Payments.

The voided check and the first carbon are forwarded to Treasury during the EFF-PAY Processing Procedures. The second carbon is kept with the payroll file.

32.3 Canceled Checks

Checks are canceled instead of voided if:

- a. Check errors are identified after the payroll has been committed.
- b. Check is mutilated or damaged to make it non-negotiable. Physical evidence of error or damage must be provided.
- c. Check is undeliverable within 30 days.

To process canceled checks:

- a. Prepare a letter to the Treasury on agency letterhead stating the reason for cancellation.
- b. Mail the original letter and the defaced or incorrect check to the Treasury.
- c. Fax a copy of the letter, defaced check, OF-288 and detail report to AFS User Support at (907) 356-5583.
- d. Treasury will notify the appropriate Finance Center once the check has been canceled. The Finance Center will send confirmation of cancellation to the ADO. Upon receipt of confirmation, the ADO will fax a copy of the cancellation notice to User Support.
- e. User Support will re-issue the check to the EFF.

32.4 Lost or Stolen Checks

- a. Verify individual has attempted to locate the check.

EFF-PAY STANDARD OPERATING PROCEDURES

- b. Complete SF-1184. (Refer to Appendix C, Exhibit 14)
 - 1. Stop code will always be "A".
 - 2. Document in the box "For Agency Use" the reason for cancellation.
 - 3. Document in the box "Agency Reference" to **Advise AFS User Support (Bev Fronterhouse) by fax (907) 356-5583** when the check has been canceled.
- c. Mail the original SF-1184 to the Treasury.
- d. Fax a copy of the SF-1184, OF-288 and detail report to AFS User Support.
- e. The Treasury will notify the appropriate Finance Center once the check has been canceled. The Finance Center will send confirmation of cancellation to the ADO. Upon receipt of confirmation, the ADO will fax a copy of the cancellation notice to User Support.
- f. User Support will re-issue the check to the EFF.

32.5 Returned Checks

If a check has been returned to the issuing agency undelivered:

- a. Obtain correct address and re-mail.
- b. If check can't be delivered in 30 days, the check is returned to the Treasury for cancellation and credit to the agency. Refer to canceled checks procedures for processing.

32.6 Deceased Emergency Firefighters

Treasury has determined that checks for deceased emergency firefighters are to be handled by the individual's estate.

Checks must be made payable to the deceased individual. ADO checks cannot be payable to "The Estate of", a family member or anyone other than the EFF.

34 **Agency Supplemental Information**

35 **Agency Exhibits**